

ABSTRACT OF THE DISCLOSURE

A user selects one or more check boxes on a collection coversheet to identify, by location on the coversheet, target documents within a previously stored collection of documents. The check boxes also specify actions to be performed on the target documents. The coversheet is scanned and the check boxes are located and read to determine which have been marked. The specified actions are then performed on the target documents. If the specified actions change the organization or architecture of the document collection, an updated version of the collection may be generated and stored, and a new coversheet may be printed.